
REQUEST FOR QUALIFICATIONS AND QUOTATIONS

RFQQ No. 0334-140

Project Title:

***e-Child Care Project
Quality Assurance Consulting***

Estimated Contract Period:

January 23, 2004 through September 30, 2004. Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

Proposal Due Date:

All Proposals whether mailed or hand delivered must arrive by 4:00 p.m. Pacific Standard time on December 12, 2003. **Faxed bids WILL NOT be accepted. E-mailed bids WILL NOT be accepted.**

Submit Proposal To:

Proposal Delivered by Mail:

Cynthia Alexander, RFQQ Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
PO BOX 45811
Olympia, WA 98504-5811

Proposal delivered by Express / Hand Delivery, Or Courier:

Cynthia Alexander, RFQQ Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
4500 10th Avenue SE
Lacey, WA 98503

SECTION I. INTRODUCTION

1. PURPOSE OF REQUEST FOR PROPOSAL

The Washington State Department of Social and Health Services (DSHS) is releasing a Request for Qualifications and Quotations (RFQQ) for quality assurance consulting on the e-Child Care Project. The cost for the consulting work will be charged as time and materials provided however that it shall not to exceed \$41,600.00 for the contract period.

DSHS seeks proposals to this RFQQ from persons and organizations with recent, extensive experience, qualified to provide IT quality assurance consulting that results in an affordable and effective formal risk assessment process to identify areas of project concern and proactive resolution of issues and concerns before they become serious problems that negatively impact the project.

The objective of this RFQQ for e-Child Care Project Quality Assurance is to ensure that the e-Child Care project is successfully positioned to understand the underlying business and technical needs for a new e-Child Care system.

2. BACKGROUND

DSHS Economic Services Administration's Division of Child Care and Early Learning (DCCEL) and Information Technology Division (ITD) is conducting a Feasibility Study, Investment Plan, and Request for Proposal (RFP) to acquire components for the State's Working Connections Child Care (WCCC) program that will improve the process efficiency and the customer service experience by evaluating, identifying, selecting, and finally implementing new technologies known as e-Child Care.

The e-Child Care Project is currently in the feasibility study phase. We are incorporating specific WCCC program process needs as identified in focus groups and interviews with key stakeholders. In addition, during this phase we will consider the integration of information from other departmental systems in order to meet internal departmental needs as well as federal reporting requirements.

To develop a final recommendation, the current state infrastructure, data systems, and platforms will be evaluated. In addition, we will perform a detailed gap analysis of current policies and procedures based on the future vision and requirements. A feasibility study and investment plan will be prepared as required by the Washington State Information Technology Guidelines.

Once the final requirement analysis is complete, we will prepare a Request for Proposal (RFP) for an e-Child Care system that:

- Meets current and projected state and federal reporting requirements.
- Supports performance evaluation of state and community-based functions.

- Better serves clients, families, and providers while allowing for outcome measures for those within the regulated child care system.
- Allows for support of policy development and planning.

3. PROJECT SCOPE

The quality assurance component of the e-Child Care project will be limited to three areas:

1. Develop a quality assurance plan in coordination with the project manager that includes a schedule of the risk assessment activity and QA checkpoints.
2. Conduct a formal risk assessment to identify the major issues facing the project. Based on the results of this assessment, the QA and the project will identify the major issues facing the project. For each issue, QA and the project will determine one or more specific actions to be taken to reduce project risk.
3. Monitoring the project to provide early identification of potential issues by reviewing the project's adherence to the State's IT policies on project management, investment standards and feasibility study guidelines and Request For Proposal (RFP) processes. The QA will then provide ongoing advice, counsel and recommendations to the project team, sponsors and steering committee.

To better understand the scope of work and basic risk assessment methodology, please refer to Exhibit D, e-Child Care Quality Assurance Plan.

4. MINIMUM QUALIFICATIONS

Bidder must have demonstrated IT quality assurance consulting experience in the last twenty four (24) months working with the State of Washington's IT acquisition policies, guidelines, and the Information Services Board (ISB).

Bidder must have demonstrated quality assurance consulting experience in the last twenty four (24) months in conducting IT Project Risk Assessments.

The Bidder must have available one expert Quality Assurance Consultant to work approximately one week per month for the duration of the contract.

The Bidder who is awarded this contract may not participate or compete in any future RFP or formal solicitation for the acquisition of a DSHS e-Child Care Integrated System Solution or Technical Integration Consultation.

5. FUNDING

DSHS has budgeted a maximum of \$41,600 for this contract. DSHS may reject any proposal in excess of that amount. Any contract awarded is contingent upon the availability of funding.

6. DEFINITIONS

See Exhibit A, Definitions for the meaning of certain terms used in this RFQQ.

SECTION II. GENERAL INFORMATION

1. ACQUISITION CONTACT INFORMATION

Upon release of this RFQQ, all communications concerning this RFQQ must be directed only to the RFQQ Coordinator listed below. Any communication directed to parties other than the RFQQ Coordinator may result in disqualification. Any oral communications will be considered unofficial and non-binding to DSHS. Bidders should rely only on written statements issued by the RFQQ Coordinator.

DSHS RFQQ Coordinator

Contact:	Cynthia Alexander, RFQQ Coordinator Department of Social & Health Services Administrative Services Division / Central Contract Services
Mailing Address:	P.O. Box 45811 Olympia, Washington 98504-5811
Physical Address:	4500 10th Avenue SE Lacey, Washington 98503
Telephone:	(360) 664-6073
FAX:	(360) 664-6184
E-mail Address:	alexacj@dshs.wa.gov

2. ACCEPTANCE OF RFQQ TERMS

A Proposal submitted in response to this RFQQ shall be considered a binding offer. Acknowledgement of this condition shall be indicated by signature of an officer of the Bidder legally authorized to execute contractual obligations by submitting with the Proposal a signed Bidder Information, Certificates and Assurances form attached hereto as Exhibit B. A Bidder must clearly identify and thoroughly explain any variations between its Proposal and DSHS' RFQQ. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFQQ.

3. ESTIMATED ACQUISITION SCHEDULE

The Acquisition Schedule outlines the tentative schedule for important action dates and times. DSHS reserves the right to revise this schedule at any time and will notify you of any changes in the schedule.

Figure 1. ACQUISITION SCHEDULE

Item	Action	Date
1.	Issue RFQQ	November 24, 2003
2.	Last Date for Accepting Bidder Written Questions	December 1, 2003
3.	Last Date for Accepting Bidder Written Complaints	December 1, 2003
4.	Issue Response to Written Questions No Later Than	December 5, 2003
5.	Proposal Submission Due by 4:00 p.m. Pacific Standard time	December 12, 2003
6.	Proposal Evaluation	December 15, 2003 – December 17, 2003
7.	Oral Interviews, If Required	December 22, 2003 – December 23, 2003
8.	Notify Apparently Successful Bidder	December 30, 2003
9.	Notify Unsuccessful Bidders	December 30, 2003
10.	Optional Bidder Request for Debriefing Due	January 2, 2004
11.	Hold Debriefing Conferences	January 5, 2004 – January 6, 2004
12.	Protests Due	January 8, 2004
13.	Contract Negotiations	Anticipated December 31, 2003 – January 7, 2004
14.	Contract Execution	Anticipated January 23, 2003

4. CONTRACT

DSHS intends to award one contract to provide the services described in this RFQQ.

The Contract term shall be approximately eight (8) months commencing upon the date of execution of the contract by DSHS. Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Bidders should familiarize themselves with the requirements prior to submitting a Proposal.

5. INSURANCE

The Apparently Successful Bidder must comply with the insurance requirements identified in the sample contract attached hereto as Exhibit C.

6. CONTRACT AMENDMENT

Additional services that are appropriate to the scope of this RFQQ, as determined by DSHS, may be added to the resulting Contract by a written amendment mutually agreed to and executed by both parties.

7. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this RFQQ shall become the property of DSHS. All proposals, quotes, lists, evaluation documents and other documents that make up this solicitation shall remain confidential until the posting of such information by DSHS or the contract, if any, resulting from this RFQQ is signed by DSHS and the Apparently Successful Bidder. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17.

Bidder's proposal must include a statement in the Letter of Submittal identifying each page of your proposal which contains any proprietary information. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page which contains any proprietary information.

If DSHS receives a request to view or copy your proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in your proposal without giving you ten (10) days notice for you to seek a court injunction against the disclosure.

8. WRITTEN REPRESENTATIONS

Proposals should be based on the material contained in this RFQQ, any related amendment(s), and any questions and answers directed through the RFQQ Coordinator.

9. QUESTIONS AND ANSWERS

Bidders should fax, e-mail or mail written questions to the RFQQ Coordinator. Early submission of questions is encouraged. Questions will be accepted until the date set forth in the Acquisition Schedule. Questions and Answers will be forwarded in writing to all Bidders via e-mail.

10. BIDDER COMPLAINTS

Bidders may submit complaints to the RFQQ Coordinator prior to responding to this RFQQ if the Bidder believes the RFQQ unduly constrains competition or contains inadequate or improper criteria. The complaint must be made in writing to the RFQQ Coordinator on or before the date indicated in the Acquisition Schedule. In the event of a complaint, the solicitation process may continue. If a Bidder's complaint identifies a change that DSHS determines to be in the best interest of DSHS, the RFQQ may be amended.

11. RFQQ AMENDMENTS

DSHS reserves the right, at any time before execution of a contract, to amend all or a portion of this RFQQ. Amendments will be sent to all Bidders, and shall be posted on the DSHS Web Site, if applicable. If there is any conflict between amendments or between an amendment and the RFQQ, whichever document was issued last in time shall be controlling.

12. RETRACTION OF THIS RFQQ

DSHS and the State of Washington are not obligated to contract for the services specified in this RFQQ. DSHS reserves the right to retract this RFQQ in whole, or in part, at any time without penalty.

13. SUBMISSION OF PROPOSALS

Proposals must be prepared and submitted no later than the proposal submission date and time specified in the Acquisition Schedule. The proposal is to be sent to the RFQQ Coordinator, either by mail or hand delivery, at the address specified in section II, paragraph 1, Acquisition Contact Information. DSHS will not accept any proposal submitted by fax. DSHS will not accept any proposal submitted by email.

You should allow sufficient time to ensure timely receipt by the RFQQ Coordinator. You assume the risk for the method of delivery and for any delay in the mailing or delivery of your proposal.

DSHS reserves the right to disqualify any proposal and withdraw it from consideration if it is received after the proposal submission due date. All proposals and any accompanying documentation become the property of DSHS and will not be returned.

14. NONRESPONSIVE PROPOSALS

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this

RFQQ. DSHS may reject or withdraw your proposal at any time as nonresponsive for any of the following reasons:

- Incomplete proposal;
- Submission of alternative proposals;
- Failure to comply with any part of this RFQQ or any exhibit to this RFQQ;
- Submission of incorrect, misleading, or false information.

15. MINOR IRREGULARITIES

DSHS may waive minor administrative irregularities related to any proposal.

16. COST TO PROPOSE

DSHS will not be liable for any costs incurred by the Bidder in preparation of a proposal or in presenting a proposal for this RFQQ.

17. JOINT PROPOSALS

If you submitted a joint proposal, with one or more other bidders, and your proposal is designated as the apparently successful proposal, DSHS may designate you or one of the other bidders as the prime bidder and as the Apparently Successful Bidder. The prime bidder will be DSHS's sole point of contact, will sign the contract and any amendments, and will bear sole responsibility for performance under the contract.

18. EXHIBITS

You should be certain that you have all attached exhibits, which are part of this Request for Qualifications and Quotations. Exhibits to this RFQQ are:

- Exhibit A - Definitions
- Exhibit B - Bidder Information, Certifications and Assurances Form
- Exhibit C - Sample Contract
- Exhibit D - e-Child Care Quality Assurance Plan

You should be sure that you have received a complete copy of this RFQQ and all attached exhibits, as listed above. If you have not received a complete copy of this RFQQ, you should contact the RFQQ Coordinator or download the documents from the DSHS Web Site, if applicable.

It is not a ground for protest if your copy of this RFQQ should be missing any exhibit or pages of the RFQQ.

19. WITHDRAWAL OF PROPOSALS

Bidders may withdraw a proposal which has been submitted at any time up to the proposal submission date and time specified in the Acquisition Schedule.

A written request signed by an authorized representative of the Bidder must be submitted to the RFQQ Coordinator. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the proposal submission date and time.

20. NOTIFY APPARENTLY SUCCESSFUL BIDDER

DSHS will notify the Apparently Successful Bidder on or about the date and time specified in the Acquisition Schedule of the selection of the Apparently Successful Bidder by written notice via mail, e-mail and/or fax. DSHS will notify separately the Unsuccessful Bidders on or about the date and time specified in the Acquisition Schedule of the non-selection of the Unsuccessful Bidder by written notice via mail, e-mail and/or fax.

21. BIDDER DEBRIEFING CONFERENCE

If DSHS does not select your proposal, you may request a debriefing conference. You must submit your request in writing to the RFQQ Coordinator by mail or fax by the date specified in the Acquisition Schedule.

Debriefing conferences will be held on the dates identified in the Acquisition Schedule. The debriefing conference may be conducted either in person or by telephone and will be scheduled for a maximum of one hour.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal;
- Critique of your proposal; and
- Review of your final score in comparison with other Bidders' final scores without identifying the Bidders.

Identification of the other Bidders, their proposals or evaluations will not be allowed.

22. PROTEST

Protests may be made only after DSHS has sent notification to the Apparently Successful Bidder and to the unsuccessful bidders. In order to submit a protest under this RFQQ, a Bidder must have submitted a Proposal for this RFQQ, and have requested and participated in a debriefing conference. It is the sole administrative remedy available within DSHS. The following is the process for filing a protest:

22.1 GROUNDS FOR PROTEST

A protest may be made based on these grounds only:

- Arithmetic errors were made by DSHS in computing the score;
- DSHS failed to follow the procedures established in this RFQQ document, or to follow applicable State or federal laws or regulations; or

- Bias, discrimination, or conflict of interest on the part of an evaluator.

22.2 PROTEST FORM AND CONTENT

A protest must state all of the facts and arguments upon which the protest is based, and the grounds for your protest. It must be in writing and signed by a person authorized to bind the Bidder to a contractual relationship. At a minimum, the protest must include:

- The name of the protesting Bidder, mailing address and phone number, and the name of the individual responsible for submission of the protest;
- The RFQQ number and name of the issuing agency;
- A detailed and complete statement of the specific action(s) by DSHS under protest;
- The grounds for the protest;
- Description of the relief or corrective action requested.

You may attach to your protest any documentation which you offer to support your protest.

22.3 SUBMITTING A PROTEST

Your protest must be in writing and must be signed. You must mail or hand deliver your protest to the RFQQ Coordinator using the same mailing or delivery address provided in this RFQQ for submitting your proposal. *Protests may not be submitted by fax or email.* DSHS must receive the written protest within **two (2)** business days after the debriefing conference.

22.4 PROTEST PROCESS

The RFQQ Coordinator will forward your protest to the DSHS designated Protest Coordinator with copies of the following:

- this RFQQ and any amendments,
- your proposal,
- the evaluators' scoring sheets, and
- any other documents showing evaluation and scoring of your proposal.

DSHS will follow these procedures in reviewing your protest:

- DSHS will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFQQ Coordinator.
- DSHS will send you a written decision within five (5) business days after DSHS receives your protest, unless more time is required to review the protest and make a

determination. The protesting Bidder will be notified by the RFQQ Coordinator if additional time is necessary.

DSHS will make a final determination of your protest and will either:

- 1) Find that your protest lacks merit and uphold DSHS's actions;
- 2) Find that any errors in the RFQQ process or in DSHS's conduct did not influence the outcome of the RFQQ, and uphold DSHS's actions; or
- 3) Find merit in the protest and provide options for corrective action by DSHS which may include:
 - That DSHS correct any errors and re-evaluate all proposals affected by its determination of the protest;
 - That DSHS reissue the RFQQ document; or
 - That DSHS make other findings and take such other action as may be appropriate.

23. EXECUTION OF THE CONTRACT

If you are an Apparently Successful Bidder, you will be expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed. A sample contract is attached as Exhibit C.

DSHS reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFQQ and the terms of your proposal.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, DSHS may elect to cancel the award and may award the contract to the next-highest ranked bidder.

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.

If at contract award or anytime thereafter any specifically named individual(s) identified in the Proposal to work on this engagement are not available, DSHS has the right to approve or reject any change in Contractor personnel.

The Vendor who is awarded this contract may not participate or compete in any future RFP or formal solicitation for the acquisition of a DSHS e-Child Care Integrated System Solution or Technical Integration Consultation.

SECTION III. PROPOSAL CONTENTS

1. PROPOSAL CONTENTS

The three major sections of the proposal are to be submitted in the order noted below:

- (a) Administrative Requirements.
- (b) Experience and Qualifications Proposal.
- (c) Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings. The questions in each of the sections are described below. All questions must be answered and all items must be included as part of the proposal for the proposal to be considered responsive, even though certain items may not be scored.

2. FORMAT OF PROPOSAL

- Proposals must be submitted on standard eight and one-half by eleven inch (8 ½ x 11) white paper.
- A font size not less than 12 point must be used.
- Proposals must be submitted in two (2) separate three-ring binders as specified in section 3, paragraph 3, Contents of Binders, with tabs separating the major sections of the Proposal.
- Identify each copy of your proposal by including Proposal to RFQQ #0334-140; the title of this RFQQ, e-Child Care Project-Quality Assurance Consulting; and your name on the front cover.

3. CONTENTS OF BINDERS

a. Volume 1.

Submit one volume marked "Volume 1 - Original" with Bidder's name and five (5) copies, in addition, include one soft copy in Microsoft Word 2000 file format or Microsoft Excel 2000 file format, if appropriate, on a portable media or electronic readable media (Compact Disc (CD-ROM) or 3.5" diskette) of your proposal containing the following:

- Table of Contents
- Part 1: Administrative Requirements.
- Part 2: Experience and Qualifications Proposal

b. Volume 2: Cost Proposal

Submit in a sealed envelope marked "Volume 2 - Cost Proposal - Original" with Bidder's Name and five (5) copies, in addition, include one electronic copy in Microsoft Excel format (please use a Compact Disc (CD-ROM) or 3.5" diskette(s) to provide electronic copy) of your cost proposal containing the following:

- Part 1: Cost Proposal.

4. ADMINISTRATIVE REQUIREMENTS

Please respond to each item in the same order in which they appear.

a. Letter of Submittal

Bidders must submit a prepared and signed submittal letter on Bidder's official business letterhead stationery. Cost information must not be included in the submittal letter. The submittal letter must be included as the first page of Part 1 of Volume 1. Signing the submittal letter indicates that the Bidder accepts the terms and conditions of RFQQ# 0334-140.

The Bidder's Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual with whom contract would be written;
- The name of your contact person for this RFQQ;
- A detailed list of all materials and enclosures included in your Proposal;
- A list of all RFQQ amendments received by the Bidder or posted on the Web Site, if applicable, and listed in order by amendment number and date. If there are no RFQQ amendments, include a statement to that effect;
- The Bidder's guarantee that its Proposal, as submitted, will remain in full force and effect for 180 days;
- A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm;
- Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information; and
- Any statements you wish to convey to the RFQQ Coordinator.

b. Bidder Information, Certificates and Assurances Form

A completed Bidder Information, Certificates and Assurances Form Exhibit B. Please sign and include any attachments that are necessary.

c. Reference Section

Provide a list of at least three (3) references of entities for which you have performed similar services. Include the names, telephone numbers, dates of services, and a brief description of the similar services you provided them in the past. References will only be contacted if you are chosen as a finalist.

5. EXPERIENCE AND QUALIFICATIONS PROPOSAL

Please respond to each question in the same order that they appear.

- a. Based upon your experience with Information Technology quality assurance consulting, describe how you meet the minimum qualifications in Section I, Paragraph 4.
- b. Bidder must have available one expert Quality Assurance consultant to work on location in Olympia within two weeks from the time of the RFQQ contract award. Provide a detailed listing of the person or team you propose for this engagement, including the titles of staff, team roles (if applicable), and a current resume of each person proposed. Resumes must detail experience with the required skills listed in Section 2.1 Bidder's Qualifications.

The resumes should include the following:

- Employment history listing the projects, employer, and timeframes that the individual performed as a quality assurance consultant. Include approximate size of project budget, number of staff managed and number of tasks in project plan.
 - Employment history listing the experience the individual has performing quality assurance consulting, IT Risk Assessment, Project Monitoring and subsequent issue identification monitoring.
 - Employment history listing the experience obtained while working for DSHS and/or Washington State government.
 - Education history.
 - Three (3) references that might be contacted to verify quality assurance consulting experience, qualifications and other information.
- c. Bidder's proposed quality assurance consultant must have demonstrated recent IT quality assurance consulting experience with Washington State's Information Technology acquisition policies, guidelines, and the Information Services Board (ISB). Describe your proposed consultant's past experience working with other Washington State IT projects where the proposed consultant provided quality assurance consulting services. Provide the following as evidence:

- Name and addresses of three Washington State government entities where your IT quality assurance services were provided to IT projects within the last 36 months. Include the name of the project and timeframes.
 - Name, address, phone number, and email address of the primary business contact of the referenced Washington state government entities where your Information Technology quality assurance services were provided.
- d. Bidder's proposed consultant must have demonstrated recent quality assurance consulting experience that included conducting Information Technology Project Risk Assessments. Provide the following as evidence:
- Name and addresses of three Washington State government entities where the proposed consultant provided risk assessment services to IT projects within the last 36 months.
 - Name, address, phone number, and email address of the primary business contact where your company's proposed consultant provided services that included risk assessment and monitoring activities.
- e. Bidder's proposed consultant must demonstrate their recent experience in quality assurance consulting services that helped a Washington state department monitor quality issues during the completion of a feasibility study, investment plan and RFP within the last 36 months. Provide the following as evidence:
- One copy of the Quality Assurance Plan that your company's proposed consultant wrote for an Information Technology Project with similar activities to the current e-Child Care project for instance, quality assurance consulting for an Information Technology feasibility study, investment plan, and RFP activities conducted by a Washington state government.
- f. Bidder's proposed consultant must demonstrate that they readily have available the methodology and experience to provide Quality Assurance Consulting Services in an efficient manner. Provide the following as evidence:
- One copy of Bidder's Quality Assurance methodology that the proposed consultant has used with a customer within the last 36 months.

- g. Bidder's proposed consultant must demonstrate that they readily have available the methodology and experience to provide a Risk Assessment for the e-Child Care Project in an efficient manner. Provide the following as evidence:
- One copy of Bidder's Risk Assessment methodology that includes the Bidder's structured framework (risk assessment matrix) for assessing project risk that the Bidder's proposed consultant has used with a customer within the last 36 months.
- h. Bidder must demonstrate that the proposed consultant readily has available the tools, templates and experience to provide issue monitoring for the e-Child Care Project in an efficient manner. Provide the following as evidence:
- One copy of Bidder's Issue Management Monitoring Report that demonstrates the proposed consultant's issue identification techniques and how they apply to your risk assessment model.

6. COST PROPOSAL.

The maximum fee for this contract must be \$41,600.00 or less to be considered responsive to this RFQQ. The project cost for this RFQQ is over an eight (8) month period and will be billed as time and materials.

a. Identification of Costs.

Provide a break down of all costs including expenses to be charged for performing the consulting services necessary to accomplish the objectives specified in this RFQQ. The cost breakdown should address items including, staff costs, hourly rates for each individual proposed, and a detailed estimate of the total hours that each individual would work. Bidder should not include any travel costs into their cost proposal, as travel costs will not be reimbursed.

SECTION IV. EVALUATION

1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by DSHS who will be responsible for the review, evaluation and scoring of Bidder proposals. DSHS, at its sole discretion, may elect to select the top-scoring organizations as finalists for an oral presentation. If oral presentations are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

2. PROPOSAL EVALUATION

Each Proposal will first be screened to determine if the Bidder has complied with appropriate Administrative Requirements and Submittal Instructions. Each Proposal must meet the Administrative Requirements to be eligible to submit a proposal to this RFQQ. If your proposal does not meet all Administrative Requirements for this RFQQ, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time. Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

3. SCORING OF PROPOSALS

The maximum number of evaluation points available is 200. Administrative Requirements are evaluated on a pass/fail basis. The following weighting and possible points will be assigned to the proposal for evaluation purposes:

Experience and Qualifications- 85%	100 Points
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Cost Proposal - 15%	100 Points
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Sub-Total	100 Points
References [top-scoring proposer(s) only]	20 Points
Oral Presentations [top-scoring proposer(s) only]	80 Points

TOTAL FOR PROPOSAL	200 Points
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The score for the cost proposal will be computed by dividing the amount of the lowest Total Bid Amount (numerator) by the Total Bid Amount in the Bidder's proposal (Denominator) and multiplying it by the total possible points.

References will be contacted for the top-scoring proposer(s) only and will then be scored and added to the total score.

Your sub-total score for the written proposal will be the average of the scores of the evaluators who review your written proposal. Your final total proposal

score will be the average points awarded for your written proposal, plus the score for references and oral presentations, if applicable.

4. EVALUATION OF ORAL PRESENTATIONS

DSHS may, after evaluating the written proposals, elect to schedule oral presentations of the top scoring finalists. The RFQQ Coordinator will notify finalists of the date, time, and location of the oral presentations.

DSHS will select evaluators for the oral presentations based on their qualifications, experience and background relevant to this RFQQ. These evaluators may include evaluators who reviewed the written proposals or DSHS staff who will work with the successful bidder(s). Evaluators will score the oral presentations in accordance with RFQQ requirements and evaluation criteria.

5. FINAL DETERMINATION OF APPARENTLY SUCCESSFUL BIDDER(S)

DSHS program staff and/or management may conduct a final review of the top scoring proposals, and of the evaluation and scoring of those proposals, submitted by bidders initially designated as apparently successful bidders.

In this final review, DSHS may consider past or current performance of any DSHS contracts by an apparently successful bidder, and any experience of the program or DSHS in working with an apparently successful bidder under any past or current contract with DSHS.

DSHS management shall make the final determination as to which bidder(s), initially designated as apparently successful bidder(s), shall be officially selected and notified as the Apparently Successful Bidder(s) under this Solicitation.

In doing so, DSHS management shall be guided, but not bound, by the scores awarded by the evaluators. Program staff and DSHS management shall determine which proposals reviewed during this final selection process will best meet the needs of DSHS.

Any bidder who would be an apparently successful bidder based on the scores awarded by the evaluators, and who is not selected, shall be provided with the reasons for selecting a bidder with a lower final score.

Exhibit A

Definitions

DEFINITIONS

The following terms, which appear in this RFQQ, have the meaning that is defined below for the purposes of this RFQQ:

- Apparently Successful Bidder - A bidder selected as having submitted a successful proposal, based on the final determination of DSHS management taking into consideration the bidder's final proposal score and which proposals best meet the needs of DSHS. The bidder is considered an "apparently" successful bidder until a contract is finalized and executed.
- Agency – The Department of Social and Health Services' is the agency of the State of Washington that is issuing this RFQQ.
- Bidder - An individual, organization, public or private agency, or other entity submitting a proposal in response to this RFQQ.
- Contractor – Individual or Company whose proposal has been accepted by the Agency and is awarded a fully executed, written contract.
- Issue - To mail, post or otherwise release this RFQQ as a public document to interested parties.
- Key Personnel - Staff being proposed to do the work under this proposal.
- Proposal - All material prepared and assembled by a bidder, and which the bidder submits in response to this RFQQ.
- Protest - An objection by the bidder, in writing, protesting the results of this RFQQ, and which complies with all requirements of this RFQQ.
- RCW - Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- RFQQ - Request for Proposals; i.e., this RFQQ document.
- RFQQ Coordinator - The person named in this RFQQ as the RFQQ Coordinator, or the RFQQ Coordinator's designee within Central Contract Services. The sole point of contact within DSHS regarding this RFQQ for potential bidders and other interested parties.
- Statement of Work - A statement of the work or services which the Contractor is to perform under any contract awarded, and which is generally in the form of an exhibit attached to the contract.
- Submit - To deliver to the DSHS RFQQ Coordinator any of several documents described in this RFQQ and in the manner specified in this RFQQ.
- WAC - Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)
- You - The person, agency, or organization requesting a copy of this RFQQ or submitting a proposal in response to this RFQQ.

Exhibit B
Bidder Information, Certifications and Assurances Form

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CENTRAL CONTRACT SERVICES

BIDDER INFORMATION, CERTIFICATIONS AND ASSURANCES
Request for Proposal (RFQQ) # 0334-140

Completion of this Bidder Information form is a mandatory requirement for contracting with the Washington Department of Social and Health Services (DSHS). The certifications and assurances contained herein are a required element of the Proposal. **Failure to submit this Bidder Information form or any applicable attachments with your proposal may result in your proposal being rejected as nonresponsive.**

Please Type or Print Legibly:

Bidder Name: _____

Bidder Address: _____

Telephone: _____ Fax Number: _____

Contact Person for the Bidder's proposal: _____

Section A: All Bidders

1. Complete the applicable box:

a. The Bidder is an individual and is a:

☐ Sole Proprietor

You must complete Sections A, B and F.

b. The Bidder is a partnership and is a:

☐ General Partnership

☐ Limited Partnership ☐ Limited Liability Partnership

You must complete Sections A, C and F.

c. The Bidder is a corporation and is a:

☐ For Profit Corporation

☐ Non Profit Corporation

☐ Limited Liability Corporation

You must complete Sections A, D and F.

d. ☐ The Bidder is a public agency, governmental entity, or federally recognized tribe

You must complete Sections A, E and F.

2. The Bidder's Federal Identification number is: _____
3. The Bidder's Washington Uniform Business Identifier (UBI) Number is: _____
To obtain a Washington UBI Number call 360-664-1400.
4. Information concerning the proposed Contract Manager for the Bidder:
- Name: _____
- Work Address: _____
- Work Telephone: _____
- Work Fax: _____
5. Has the Bidder had a contract or work order terminated for default during the last five years?
- ☐ Yes ☐ No
- If yes, attach a signed statement describing the contract, the circumstances surrounding the termination, and the name, address and telephone number of the other party to the contract. DSHS will evaluate the facts and may, at its sole discretion, reject the Bidder's proposal on the ground of its past performance. For the purpose of this question, "termination for default" means notice was given to the Bidder to stop contract work due to nonperformance or poor performance, and the performance issue was either (a) not contested by the Bidder or (b) litigated, finding the Bidder in default.
6. The Bidder declares that all answers and statements made in the Proposal are true and correct.
7. The Bidder certifies that the prices and/or cost data contained in the Bidder's proposal 1) have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition, and 2) have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract award, except to the extent that the Bidder has joined with other individuals or organizations for the purpose of preparing and submitting a joint proposal or unless otherwise required by law.
8. The Bidder's proposal is a firm offer for a period of 180 days following receipt, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of a protest, the Bidder's Proposal will remain valid for 210 days or until the protest is resolved, whichever is later.
9. In preparing this Proposal, the Bidder and/or the Bidder's employees have not been assisted by any current or former DSHS employee whose duties relate (or did relate) to this procurement and who was assisting in other than his or her official, public capacity. If there are any exceptions to these assurances or Bidder has been assisted, identify on a separate page attached to this document each such individual by (a) name, (b) current address and telephone number, (c) current or former position with DSHS, and (d) dates of employment with DSHS; and describe in detail the assistance rendered by that individual.
10. The Bidder acknowledges that DSHS will not reimburse the Bidder for any costs incurred in the preparation of this Proposal. All Proposals become the property of DSHS, and the Bidder claims no proprietary right to the ideas, writings, items or samples.

11. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will incorporate a Statement of Work and General Terms and Conditions substantially similar to the sample contract attached to the procurement document. I certify, on behalf of the Bidder, that the Bidder will comply with these or substantially similar Special Terms and Conditions and General Terms and Conditions if selected as an Apparently Successful Bidder.
12. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will also incorporate Special Terms and Conditions applicable to this procurement as prepared by DSHS. The Bidder acknowledges that it will negotiate in good faith any changes or modifications to any portion of the proposed contract.
13. The Bidder understands that, if selected to contract with DSHS, the Bidder will be required to comply with all applicable state and federal civil rights and other laws. Failure to so comply may result in contract termination. If requested by DSHS, the Bidder agrees to submit additional information about the nondiscrimination policies of the Bidder's organization in advance of or after the contract award.
14. The Bidder' certifies that is has a current Washington Business License, and agrees to promptly provide a copy of the license in the event the Bidder is selected as the Apparently Successful Bidder.
15. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit a proposal for the purpose of restricting competition.

Section B: Sole Proprietors Only

1. I am authorized to sign any contract that may result from this procurement.
2. Is the Bidder or any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?
☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

Section C: Partnerships Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of _____.
2. Attach the following to this Bidder Information form:
 - Name and address of each of the Bidder's General Partners;
 - Name and address of each of the Bidder's Limited Partners; and/or
 - Name and address of each of the Bidder's Limited Liability Partners.
3. Is any General, Limited, or Limited Liability Partner a past or current State of Washington employee?
☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract, or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section D: Corporations Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of _____.
2. Attach the following to this Bidder Information form: Name and address of each of the Bidder's Officers and Directors.
3. Is any Officer or Director of the Bidder a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract, or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section E: Public Agencies Only

1. The Bidder is a "public agency" as defined in Section 39.34.020 RCW and is a:

☐ State Agency

☐ Institution of Higher Learning

☐ County

☐ Quasi-Governmental

- ☐ City ☐ Federally Recognized Tribe
- ☐ Public School ☐ Other: _____

2. Is any Manager or Employee of the Bidder Public Agency a past or current State of Washington employee?
- ☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

3. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?
- ☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. I am authorized to bind the Bidder to a contract, or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section F: All Bidders

- By signing below, the Bidder authorizes DSHS to conduct a financial assessment and/or background check of the Bidder if DSHS considers such action necessary or advisable before contracting with the Bidder.
- Under the penalties of perjury of the State of Washington, the undersigned affirms the truthfulness of the statements made herein. The undersigned certifies that the Contractor is now, and shall remain, in compliance with the certifications and assurances contained herein, and agrees that such compliance is a condition precedent to the award and continuation of any related contract(s). The undersigned acknowledges the Bidder's obligation to notify DSHS of any changes in the statements, certifications and assurances made herein.

Signature

Date

Printed or Typed Name

Title